

NO-FEE/OFFICIAL PASSPORT RENEWAL FOR ADULTS

CIVILIAN EMPLOYEES

(NO EXPEDITE SERVICE OVERSEAS!)

- **DS 82 (Passport Application)** complete the on-line form and print “not” the blank PDF form at www.travel.state.gov Where should passport be mailed to? Enter address:
Vicenza Passport Office Bldg 393, Viale Della Pace, 193 Vicenza, Italy 36100
*Handwritten forms will not be accepted/barcode on the top left corner of the page must show on forms.
- Expired/Expiring No-Fee or Official Passport must be submitted.
- Name Change Documentation, if applicable.
- Passport Photo (must be taken within 6 months and size must be in accordance with the Department of State Photo Requirements). The Caserma Ederle Photo Lab is located in Bldg 93 behind the Dining Facility. Must schedule appointment at www.vios.army.mil
- ID Card
- Civilian Personnel Advisory Center (CPAC) Memo/Assignment Orders/Current SF 50

*****APPLICATION MUST BE SIGNED IN FRONT OF AN AGENT*****

*****INCOMPLETE APPLICATION WILL NOT BE ACCEPTED*****

